

REGULAR MEETING of the Burrillville Library Building Committee held Thursday June 22, 2006 at 6:30 P.M. at the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.

NOTE: Tape recording for this meeting is not available due to equipment failure. Minutes are condensed due to loss of recorded back-up.

MEMBERS PRESENT: Victor D. Antoniello, Michael A. Caron, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James Moran

MEMBERS ABSENT: Christopher Blakely

EX OFFICIO MEMBER ABSENT: William A. Andrews, Town Councilor

OTHERS PRESENT: Aaron Coutu, Sandra Mundy, Jay Litman, Pamela Redfern, Michael Wood

The meeting was called to order at 6:35 P.M. by Vic Antoniello, Committee Chair

I. APPROVAL OF MINUTES

A motion was made by David Ketcham and seconded by James Moran to accept the minutes (with revision) of the regular meeting of

the Burrillville Library Building Committee held May 25, 2006. With no further discussion the vote in favor was unanimous.

A motion was made by James H. Moran and seconded by David Ketcham to accept the minutes of the regular meeting of the Burrillville Library Building Committee held May 31, 2006. With no further discussion the vote in favor was unanimous.

A motion was made by James Moran and seconded by Robert Martel to accept the minutes of the regular meeting of the Burrillville Library Building Committee held June 1, 2006. With no further discussion the vote in favor was unanimous.

Review of the June 7, 2006 will be deferred until the next meeting due to an equipment failure which rendered the recording unavailable.

II. REVIEW AND ACT ON THE FOLLOWING CORRESPONDENCE:

A. A motion was made by James Moran and seconded by David Ketcham to receive and file a copy of a letter dated June 1, 2006 from Lincoln Environmental, Inc. to Ms. Sarah DeStefano of RIDEM - Re: Proposed Fill Material. With no further discussion, the motion was unanimous.

III. REVIEW AND ACT ON INVOICES/EXPENSES

A. A motion was made by James Moran and seconded by Wayne Miller to approve for payment Invoice 2602005 from Lincoln Environmental dated 2/15/06 for \$1,777.50 (as adjusted by Michael Wood) was deferred for approval pending review by Mike Wood, Town Manager.

B. A motion was made by David Ketcham and seconded by Robert Martel to approve for payment Invoice 2603097 from Lincoln Environmental dated 3/17/06 for \$3,158.75. With no further discussion the vote in favor was unanimous.

C. A motion was made by Wayne Miller and seconded by David Ketcham to approve for payment Invoice 6254 from Newport Collaborative Architects dated 6/15/06 for \$4,000.00. With no further discussion the vote in favor was unanimous.

D. A motion was made by James Moran seconded by Robert Martel to approve for payment Invoice 20441 from DP Printing dated 6/15/06 for \$8.40 (nameplate for Chris Blakely). With no further discussion the vote in favor was unanimous.

IV. CHANGE ORDERS

None

V. REPORTS

A. LIBRARY FUNDRAISING COMMITTEE

Aaron Coutu reported that the Fundraising Committee will offer a Cookbook featuring recipes from local residents. A campaign is underway to collect recipes. The cost for production per book is \$3.45 and with targeted sales of 10,000 books at approximately \$15/book. The Committee hopes to have the books available in time for holiday and gift giving sales at year end.

A silent auction is also in the works with a goal of raising \$6-8K. A float is being planned for the Homecoming Parade. The LFC is in need of a flatbed truck on which to build the float.

Donor letters are being prepared and the mailing list is being compiled. The committee is contacting a local celebrity to determine if she would serve as honorary chair.

Additional grant sources are being researched as well as direct mailing, canvassing and contacting local authors for pledges.

The LFC is still seeking one additional member.

B. ARCHITECT

Jay Litman distributed (4) four documents:

- 1. Addendum #4 – Architect's Report dated 6/19/06**
- 2. Revised Bid Document from E.W. Burman, Inc. dated 6/21/06**
- 3. Revised Bid Document from O. Ahlborg & Sons, Inc. dated 6/21/06**
- 4. Letter from NCA dated 6/22/06 Re: Revised VE Bids with Architects**

Bid Analysis

Jay Litman began his discussion with a comparison between the two contractors (and bids). In summary Jay recommended the Committee award the contract to E.W. Burman for the following reasons:

- More municipal experience**
- More recent building experience with similar projects (libraries, schools, etc)**
- General Contractor's site work estimates are closer to the engineer's estimate**
- Costs are lower when alternates are rolled into project bid**
- Has few projects with outstanding issues**
- Has an excellent track record**
- Has a local presence (Burman Employees who live in Burrillville who attended the Contractor's presentation)**

Based upon the recommendation of the Architect, Wayne Miller made a motion to instruct Vic Antoniello (as Committee Chair) to award the contract for the New Jesse M. Smith Memorial Library to E.W. Burman, Inc. subject to adequate financing and appropriation for the

project, OLIS approval and execution of a final contract document. James Moran seconded the motion and with no further discussion, the vote was unanimous.

Jay Litman will contact E.W. Burman in the morning and request their presence at the June 28 Council meeting when the LBC will request additional funding for the project. A letter of intent will be issued to Burman awarding the contract subject to fulfillment of insurance requirements and a minority plan. All will be reviewed by Karen Mellor. Mike Wood advised that no commitment to the Contractor be made until final appropriation has been made by Council to assure that proper funding is in place for the project. Per the LBC's request, Jay Litman will make a final revision to the project cost totals to reflect alternates.

David Ketcham made a motion that Vic Antoniello be authorized (as Committee Chairman) to sign documents as required on behalf of the Committee. James Moran seconded the motion and with no further discussion, the vote was unanimous.

C. LIBRARY ADMINISTRATION

No report.

D. PLANNING DEPARTMENT

No report.

VI. REQUEST FOR EXECUTIVE SESSION FROM DAVID KETCHAM, VICE-CHAIR, PURSUANT TO RHODE ISLAND OPEN MEETING LAW [42-46-5 (A) (1)] FOR DISCUSSIONS RELATING TO JOB PERFORMANCE: INTERVIEWS OF CANDIDATES FOR CLERK OF THE WORKS FOR THE LIBRARY BUILDING PROJECT.

Note: The request for executive session was withdrawn.

Vic Antonello prepared a weighted factor worksheet as a final quantitative evaluation of the Clerk of the Works candidates. Based upon the final numbers, Dan Joubert was the most qualified candidate. James Moran reported on his reference check on Dan which met with positive results.

James Moran motioned to hire Daniel Joubert as Clerk of the Works on the project, pending all funding, appropriations and negotiation of a contract with Mr. Joubert. Wayne Miller seconded the motion and with no further discussion, the vote in favor was unanimous. James Moran will contact Walter Kane to draw up a contract and notify Dan of the request for funding to Council as well as the date and time of the Pre-Construction meetings.

VII. DISCUSS AND TAKE ACTION ON CONSTRUCTION BIDS

Mike Wood advised regarding the request to Council for Additional Funding for the Project and the information that should be available when requesting the additional funds. Mike also suggested the Committee confirm that the previously awarded amount of the OLIS Reimbursement would not change as a result of the revised bidding and project cost. Jay Litman advised that there would most likely be no change since the OLIS award is based upon \$/square foot, which has not changed. Discussion arose regarding the possibility of the site costs changing. There are many unknown factors involved in the site work, and the site costs are the most likely to require revising via change order during the remediation. The site costs are based upon a cost estimate so reimbursement should remain constant, to be certain Jay Litman will confirm this information with Karen Mellor. There was a question as to whether OLIS approval was required prior to selection of a contractor. Jay Litman responded while OLIS wants only the best and most qualified contractor for the job, but does not need to approve the Committee's choice.

It was recommended that the Committee advise Council of the Value Engineering that has affected the original bid price and therefore has contained costs. These items include (amounts are approximate):

- | | |
|------------------------------------|-----------|
| • Expenses - Lincoln Environmental | \$ 70,000 |
| • Field testing | \$120,000 |
| • Library Furnishings | \$250,000 |

• Library Equipment	\$125,000
• Shelving	\$ 75,000
• Architects printing expense	\$ 15,000

David Ketcham will present the request to Town Council for additional funding and requested that other Committee members attend the meeting as well as E.W. Burman, Jay Litman. David Ketcham will have a full budget prepared by Monday for review, a request for inclusion on Council Agenda will be prepared by the Committee Clerk. It is anticipated that the project can break ground in late July, pending Town Council funding, DEM approval and a signed contract.

VIII. GROUNDBREAKING CEREMONIES.

Deferred to the next meeting.

IX. ADJOURNMENT

A motion was made by Robert Martel and seconded by James H. Moran to adjourn at 8:45 p.m. With no further discussion the vote in favor was unanimous.

The next meeting is scheduled for Thursday, July 6, 2006, 6:30 p.m. at

Burrillville Town Hall Chambers. (Note meeting was later postponed

until

July 13, 2006)

Information relating to the meeting is on file with the record of the minutes in the office of the Town Clerk.